

Complete the form below to submit an enhancement request for myHR; this form ensures all proposals are communicated to the appropriate business leaders and the HR Advisory Committee.

Requester Name: _____

Title: _____

Email: _____

Employee ID#: _____

Phone: _____

Date of Proposal: _____

Proposal

Which school or unit do you represent? *If this is a joint proposal, please list all participating schools/units.*

Summarize the enhancement you are proposing:

Provide background on current practices that led to the desire for this enhancement:

How is this enhancement important to your area's strategy and operations? How will it mitigate the experiences noted above?

Benefits

How does this enhancement improve faculty or staff productivity?

How does this enhancement improve the faculty, staff, or student experience at Northwestern University?

How would another school, unit, or department (not listed on this proposal) utilize this enhancement?

Impacts

What long-term decisions in your area will be made differently if this enhancement *is* implemented? How will this influence the quality of decision-making at the Northwestern?

How will your operations be affected if this enhancement is *not* implemented?

Timing and Additional Information

Is there a particular business cycle associated with this initiative?

Please list any other information that you would like to stress to the HR Advisory Committee:

Representation

List all individuals that have reviewed this proposal and agree it should be pursued: *Attach separate sheet if necessary.*

Name & Title: _____	School/Unit: _____
Name & Title: _____	School/Unit: _____
Name & Title: _____	School/Unit: _____
Name & Title: _____	School/Unit: _____
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Name & Title: _____	School/Unit: _____

Submission

Please return this completed form to the appropriate Process Owner based on the type of request you are submitting. For more information about HR Intake Requests and the current Process Owners, please see:

<http://www.northwestern.edu/hr/managers-administrators/myhr-administration/Enhancement-Intake-Process.pdf>